



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

October 8, 2008

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To: Supervisor Yvonne B. Burke, Chair  
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Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

## **REPORT BACK – REVIEW OF PROBATION DEPARTMENT’S EXISTING ABSENCE WITHOUT LEAVE POLICIES AND PROCEDURES AND AN EXAMINATION OF THE CHILD DEATH NOTIFICATION PROCESS**

On May 20, 2008, your Board directed the Chief Executive Office (CEO) to work in conjunction with the Probation Department (Probation) to accomplish the following:

- Conduct a comprehensive analysis of the existing Absence Without Leave (AWOL) policies and procedures, including but not limited to factors such as the status of all AWOL minors and a determination of the length of time each minor has been AWOL.
- Work with the Department of Children and Family Services (DCFS) to perform a thorough review of the existing DCFS’ Runaway Adolescent Program’s (RAP) policies and procedures in order to identify best practices which can be implemented at Probation.
- Collaborate with County Counsel, DCFS, the Department of Coroner (Coroner), and the Inter-Agency Council on Child Abuse and Neglect (ICAN) to incorporate and/or replicate DCFS’ current child death notification process to the Board involving the death of minors under the care or supervision of Probation.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only***

## **OVERVIEW**

The CEO convened a workgroup consisting of County Counsel, DCFS, Coroner, ICAN, and Probation to respond to the Board's motion. As directed by the Board, Probation conducted an analysis of DCFS' Runaway Outreach Unit and Probation's Placement Services Bureau's AWOL policy, procedures, and process. Probation also conferred with other counties to compare and analyze their current placement/AWOL policies.

After conducting a thorough review of its AWOL policy, and with additional meetings with DCFS, Probation was able to develop revisions to its AWOL policy and service enhancements.

Lastly, Probation collaborated with DCFS, Coroner, and County Counsel to enhance the current Probation child death notification process. Once the new process is implemented, it will include additional fields of information similar to the process which is currently in place at DCFS.

## **REVIEW OF PROBATION AND DCFS AWOL POLICY, PROCEDURES, AND PROCESS**

### STATUS OF AWOL

At any given time, Probation's Placement Services Bureau has approximately 450 youth on AWOL status. About six (6) months ago, Placement Services Bureau's Residential-Based Services established a Bench Warrant Unit, consisting of five (5) Deputy Probation Officers (DPO). The Bench Warrant Unit DPOs' caseloads range from 70 to 80 bench warrant cases. These DPOs are responsible for case management, submitting court reports, conducting family contacts, and meeting various foster care regulations. This Unit is not deployed to pursue, search for, or locate youths on AWOL status.

Placement Services Bureau staff track AWOL youth using both a manual and automated method. When a youth is AWOL, the youth is entered into the Juvenile Case Management System (JCMS), Probation's juvenile automated system and main juvenile database for probationers. Placement Services Bureau currently does not have a system that interacts with JCMS that can be used for tracking and data input as DCFS has with their Abducted Runaway Kids System (ARKS) and main case management database (CWS/CMS).

Implementation of the Probation Case Management System (PCMS), scheduled for December 2008, will be the first step in automating much of the tedious paperwork which DPOs perform on a daily basis. PCMS will be Probation's single case management system. Staff in all functions will be able to enter case

notes and update data, similar to the functionality of the DCFS' CWS/CMS. PCMC will reduce data redundancy and inaccuracies. The system will streamline and provide "real time" data flow from the court's Juvenile Automated Index (JAI) system into PCMS. This system will also allow Placement Services Bureau to track both bench warrants and AWOL youth and generate reports regarding AWOL trends, duration of time for warrant issuances, and the extent of time youths are on a warrant.

The following is a comparison of the two systems used by DCFS and Probation:

	DCFS Runaway Outreach Unit	Probation Bench Warrant Unit
AWOL Population	400	450
Caseload	50-70	70-80
Staffing	Each case has a primary Case Management Children's Social Worker (CSW) housed in the area office, responsible for active and bench warrant cases. The Runaway Outreach Unit has six (6) CSWs serving secondary functions (searching in the community for bench warrant youth).	Five (5) Bench Warrant Unit DPOs are responsible for court reports and due diligence with the exception of searching in the community.
Support Staff	Up to three (3) are dedicated in each of the 21 area offices, depending on the volume of cases.	0
Database	CWS/CMS and ARKS with current data in a dashboard.	JCMS - No dashboard function.

#### PROBATION EXISTING AWOL POLICIES AND PROCEDURES

The Residential-Based Services DPO of Record is responsible for submitting a bench warrant request to the court when a youth on their caseload is AWOL from a group home or other placement setting. The Residential-Based Services DPO documents the request of bench warrant into JCMS and follows up with the issuance of the warrant.

Upon the issuance of the bench warrant by the court and the receipt of the minute order by the Case Carrying DPO, the case is then transferred to the Residential-Based Services Bench Warrant Unit for case management and supervision. The Bench Warrant Unit DPO conducts an in-depth search for the youth's whereabouts. This includes letters to the last known address of the parents/legal guardian, telephone calls to the residence, and a review of prior Record of Supervision entries. Additionally, the DPO contacts juvenile hall towards the end of each reporting month to check for possible detainments of youth on their caseload.

#### OVERVIEW OF DCFS RUNAWAY OUTREACH UNIT (ROU)

DFCS, at any given time, has approximately 400 youth on AWOL status; 300 youth who are 17 years of age or younger and 100 youth who are over 18 years of age. A dedicated unit, Runaway Outreach Unit, staffed with six (6) CSWs and one (1) clerical support staff, is responsible for tracking, locating, and apprehending these youth. The Runaway Outreach Unit's caseloads range from 50 to 70 AWOL cases. Additionally, the Runaway Outreach Unit is supported by up to three (3) clerical staff in each of the 21 DCFS area offices. The clerical staff perform other functions in addition to supporting Runaway Outreach Unit CSWs. The Runaway Outreach Unit CSWs do not have casework responsibility for the AWOL cases nor do they prepare court reports. Rather, they review the cases of AWOL youth and work with the Case Carrying CSW in putting together a case profile to aid them in searching for the youth.

The Runaway Outreach Unit uses an automated tracking system, ARKS, to track AWOL youth. ARKS was developed as an extension of DCFS' main case management database, CWS/CMS. ARKS is integrated with DCFS' CWS/CMS. Updated information entered into CWS/CMS shows up on ARKS and vice versa. This automated system is efficient and reduces the number of staff hours and staff required to input data and information.

#### DCFS EXISTING AWOL POLICY AND PROCEDURES

When a DCFS youth is categorized as AWOL, the Case Carrying CSW is responsible to complete a 729 Form (Request for Bench Warrant). The 729 Form is then given to the ARKS liaison staff who updates the system, identifying the youth as being AWOL. The ARKS liaison staff subsequently submits the 729 Form to court. When the court issues the bench warrant, the minute order is sent back to the respective area office where the bench warrant information was entered into ARKS. This process is the same when the youth is found and returned into care.

The Runaway Outreach Unit CSW mines cases for all pertinent information related to runaway episodes and actively searches for the youth in the community by following up on leads provided by the primary Case Carrying CSW. When contact is made with the youth, the Runaway Outreach Unit CSW attempts to develop a rapport with the runaway youth to regain their trust and belief in the DCFS system. Contact is maintained with the Case Carrying CSW as information, efforts, and pertinent information is included into the Judicial Review Reports.

#### **OTHER COUNTY SUITABLE PLACEMENT AWOL/PROTOCOL AND POLICY**

Placement Services Bureau also contacted Probation Departments from other southern California counties and inquired about their policies and procedures for this specific population. Attachment I is a chart consisting of information from Ventura, Orange, San Diego, Riverside, and San Bernardino Counties. The following is a summary of Probation's findings:

- The number of youth on AWOL/bench warrant status ranges from a low of three (3) for Ventura County to a high of 50 for San Bernardino County in comparison to an average of 450 for Los Angeles County.
- The average size of a suitable placement caseload for the five (5) counties is 25 cases per DPO in comparison to the current average caseload size for a Los Angeles Probation Special Placement DPO of 40 to 45 cases. Suitable Placement is an official order that a judicial officer pronounces upon a minor which indicates that minor is to be placed in a group home or relative/non-relative care.
- Efforts to locate AWOL/bench warrant special placement youth differ between counties: Ventura County refers cases to law enforcement, Orange and San Bernardino County rely on the Special Placement DPO and a Bench Warrant DPO, Riverside County relies solely on the Special Placement DPO, and San Diego County relies on a warrant unit.

#### **POLICY AND SERVICE ENHANCEMENTS**

Key elements implemented as an effort to augment the overall AWOL situation include:

- **Tracking AWOLs and bench warrants through Probation's automated JCMS.** This will provide suitable placement with an automated system similar to the DCFS' ARKS database. The tracking of this specific population was always done manually (requiring significant resources); the automation of this process is needed for accurate and

reliable data. PCMS will be able to do this type of data collecting and sorting. What is requested now is a stop-gap until PCMS is implemented. Additional system enhancements include:

- **Monthly summary report on the number of AWOL youth from group homes.** This report will provide trend data to identify possible issues stemming from the providers which is having an effect on youth leaving the group homes (i.e., possible orientation problems when the youth is initially placed at the facility).
- **Monthly detailed report identifying youth on bench warrant status, address of residence, supervisorial district, bench warrant issue date, bench warrant recall date, amount of time on a bench warrant, and total number of bench warrants.** This report will be provided to Probation's Special Enforcement Operation when warrant sweeps are done in a particular area. Timeframes for the issuance of bench warrants can be reviewed, as well as easily identifying bench warrants that have yet to be issued by the court.

Additional policy and procedural enhancements include the following:

**Collateral contacts and notification:** Group homes are required by contract to notify local law enforcement in the event of an AWOL youth and submit a Missing Persons Report. In addition to contacting law enforcement, they also attempt to notify the youth's parent/legal guardian.

**DPO notification of school official and family:** Previously, Placement DPOs sent a letter to the last known address of the youth listed as AWOL and notified the family via telephone. However, the phone call was executed after the bench warrant was requested from the court. The new policy requires Placement DPOs to call not only the parents/legal guardian, but the schools when youth are AWOL and follow up with a notification letter to both parties. Notification is done at the same time the bench warrant request is submitted to the court. The timeline for notification has been shortened from two (2) weeks to 72 hours (Attachment II).

**Notification of law enforcement agencies:** Prior to the revised policy, Placement DPOs were not notifying law enforcement of the AWOL youth or when the probationer was apprehended. Law enforcement agencies now will be notified through Probation's Special Enforcement Operation.

**Deployment of Special Enforcement Operation to search and locate AWOL youth:** Probation's Special Enforcement Operation has been tasked with searching for youth who are AWOL from group homes. Special Enforcement Operation deputies are trained to work with high-risk, high-needs youth and have

established collaborative partnerships with law enforcement agencies throughout the County. Due to their expertise and various collaborative partners, they are better positioned to apprehend juvenile absconders. Special Enforcement Operation will adhere to the following protocol and procedures:

- AWOL notification will be forwarded to the designated Special Enforcement Operation Supervising DPO.
- Special Enforcement Operation Supervising DPOs will make immediate case assignments to Special Enforcement Operation DPOs.
- Special Enforcement Operation DPOs make contact with family and other interested parties within 24 hours of an AWOL notification (Attachment III).
- Special Enforcement Operation will disseminate information to applicable law enforcement agencies within 48 hours (Attachment IV).
- Special Enforcement Operation will continue regular follow up based on leads and available information.
- Special Enforcement Operation will document in JCMS/PCMS pertinent information and case contacts.
- Special Enforcement Operation will contact local law enforcement when the youth is apprehended in an effort to closeout the Missing Persons Report generated by the group home when the youth is considered AWOL.

Furthermore, Probation's vast network of Supervising DPOs, consisting of school based, gang, and area office, will assist the Special Enforcement Operation and Placement Services Bureau staff in gathering information and searching for AWOL youth. The utilization of these other Supervising DPOs will increase the likelihood of apprehending AWOL youth.

It should be noted that Special Enforcement Operation is not dedicated solely to the Placement Services Bureau. Special Enforcement Operation routinely conducts search and seizure operations with law enforcement agencies and are called upon by camp staff when there is an escape. Given the number of AWOL youth, dedicated staffing resources may be required for the Placement Services Bureau. The five (5) Bench Warrant Placement DPOs have been taken out of the case management staffing allotment, resulting in increased caseloads for Placement Services Bureau DPOs. Additionally, a crucial aspect of the AWOL response and deployment process is more of a clerical function (phone calls, mailing of letters, and data) and information entry into JCMS. Yet, there are no

clerical staff to support the DPOs. Consequently, DPOs are performing clerical rather than DPO duties. If Placement Services Bureau is to come near mirroring the Runaway Outreach Unit of DCFS, additional resources will be needed. Probation has already shifted resources and is supporting Placement Services Bureau DPOs. However, this is still far below the staffing level of the DCFS Runaway Outreach Unit.

It should be noted that Special Enforcement Operation is now being deployed to search for and pursue Placement Services Bureau AWOL youth. Placement Services Bureau has already shifted internal staffing to lower Residential-Based Services supervision caseloads and developed a Bench Warrant Unit. Automation and reporting mechanisms have been initiated to reduce work being done on a resource consuming manual approach.

#### TRAINING AND MONITORING

The policy revisions and enhancements are significant and will require training and ongoing monitoring. The Placement Services Bureau will train Placement Services Bureau DPOs in the new policy and procedural enhancements. Further, Special Enforcement Operation and Placement Services Bureau staff will be cross trained to ensure that both units understand and are familiar with their roles, responsibilities, and functions of their respective operations. To further ensure compliance with the revised policy, the Placement Services Bureau will employ quarterly and as needed booster training for line staff, supervisors, and directors.

Additionally, to ensure that Placement Services Bureau and Special Enforcement Operation staff are in compliance with the new policy, revisions, and enhancements, the Placement Services Bureau's Quality Assurance Unit will monitor monthly staff compliance. The Quality Assurance Unit's Director or Supervisor will inform the Bureau Chief and the Directors of the Placement Services Bureau and Special Enforcement Operation of the findings each month. The findings of the Quality Assurance Unit will also inform and drive the booster training.

#### DEATH OF CHILD NOTIFICATION

In response to the Board motion for Probation to incorporate and/or replicate the death notification process of DCFS, designated Probation staff met with the CEO analyst and representatives from ICAN, Coroner, and County Counsel on June 19, 2008.

As a result of the Board motion, a protocol and process has already been established whereby the Coroner now faxes all Suspected Child Abuse Reports (SCARs) on child deaths to a designated manager at Probation's Placement Services Bureau. Research is then conducted to determine if the child is on probation and death notification procedures, as delineated below, are followed. Prior to this meeting, Probation relied on the receipt of this information from DCFS' Child Protection Hotline, if the hotline was able to identify the youth as a probation ward. Establishing direct notification from the Coroner to Probation ensures timely notification and identification of probation youths.

Following our initial meeting, County Counsel reviewed the Board's request for Probation to duplicate the death notification process of DCFS. County Counsel's conclusion of their review is that Probation currently does not have the authority to provide the death notifications as requested by the Board. However, the legislature has recently enacted a statute, Welfare and Institutions Code (WIC) 16502.5, which would permit notification to the Board by a "Child Welfare Agency." Assuming Probation is a "Child Welfare Agency," the statute will authorize a report to the Board. Unfortunately, the statute is not effective until January 1, 2009.

Welfare and Institutions Code (WIC) 16502.5.

(a) Notwithstanding any other provision of law, a county Board of Supervisors may receive and review any records in the custody of the juvenile court or any other involved county agencies relating to a child who has died and who had previously come to the attention of, or was under the supervision of, the county child welfare agency.

(b) The Board may only receive and review the information in closed session. A board of supervisors in a county with a foster care population of more than 10,000 may take formal action to permit individual board members' offices to receive and review the information for the purpose of determining which cases should be brought to the attention of the full board in closed session. The information or records obtained shall be maintained in a manner that ensures the maximum protection of privacy and confidentiality rights.

(c) The Board or its members and staff may not disclose or release any information obtained pursuant to subdivision (a), unless otherwise permitted by state law, and shall be bound by all state and federal confidentiality laws.

County Counsel further states that the Board can only receive the notification information as a body and only in closed session unless, the Board, after the statute is effective, passes a resolution to allow individual Board offices to receive the information.

As a result of recently enacted statute specifically authorizing Board notification, this suggests that such notifications are not authorized under existing law. Therefore, County Counsel recommends that Probation not establish procedures that would permit notification prior to January 1, 2009.

Once WIC 16502.5 becomes effective on January 1, 2009, Probation will have the opportunity utilize the reporting format used by DCFS with some modifications to the 14-Day Child Fatality Report submitted to the Board (Attachment V). Probation will continue with the initial notification to the Board by the Chief Probation Officer. The Child Fatality Report with more detailed information will be sent to the Board within the 14 days. Consistent with DCFS, Probation will provide a 90 day follow-up report for deaths resulting from abuse or neglect.

## **CONCLUSION OF ASSESSMENTS AND FINDINGS**

Since the Board's motion, Probation has made substantial changes in its AWOL policy and procedures. At the time of the Board motion, the Placement Services Bureau's AWOL policy and response focused more on the process of issuing a bench warrant and notifying the parents of the AWOL youth. There were minimal active attempts to search for the youth in the community. This was due in part to the Placement Services Bureau's lack of staffing resources. The Placement Services Bureau's staffing resources and levels are set for case management of the 2,000 youth in out-of-home care, with a large portion of these youth in group homes and the rest in relative care.

As of this report, the implementation of the policy modifications and corrective measures, the use of Special Enforcement Operation DPOs to pursue and search for AWOL youth within the first 24 hours, the AWOL Alert Notices which will be sent to law enforcement agencies, and the use of Supervising DPOs (including Gang DPOs), as well as other measures spelled out in this report, should improve their response and apprehension of youth who AWOL from group homes. However, despite the changes and improvements above, there are still some concerns which warrant future attention and discussion in order to fully address the AWOL issue in its entirety.

Each Supervisor  
October 8, 2008  
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Should you have any questions, please feel free to have your staff contact Deputy Chief Executive Officer Doyle Campbell, Public Safety, at (213) 893-2374 or Mr. Dardy Chen, Public Safety, at (213) 974-1162.

WTF:SRH:RDC  
DC:llm

#### Attachments

c: Executive Officer, Board of Supervisors  
County Counsel  
Department of Children and Family Services  
Department of Coroner  
Inter-Agency Council on Child Abuse and Neglect  
Probation Department

AWOL.bm

INTER-COUNTY SP AWOL PROTOCOL/POLICY  
07/2008

	Ventura County	Orange County	San Diego County	Riverside County	San Bernardino Cnty.
Contact Person	Carl Brewer, SDPO	Christina Lamonte	Pablo Carillo, SDPO	Cliff Vasquez	Tina Mason, SDPO
Contact Number	(805) 981-5565	(714) 935-6689	(858) 694-4331	(951) 358-4310	(909) 383-2722
How many SP minors at any given time?	60 minors on SP orders	175 minors on SP orders	150 minors on SO orders	150 minors on SP orders going to GH (title IV-E)	221 minor on SP orders
How my SP minors on AWOL/BW status?	3-5 at any given time	23 at any given time	10 at any given time	17 at any given time	45-50 at any given time
How are AWOL/BW handled?	BW requested. Info is relayed to law enforcement agency in minor's area.	BW requested and minor trans to BW DPO. BW DPO maintains caseload, and actively pursues minors.	Juvenile Detention Order Hearing required for issuance of BW. It may take 5 to 30 + days before BW is issued. Cases remain with the SP DPO until BW issued.	No BW DPO. BW requested. Gang task force and law enforcement are notified.	BW requested and minor trans to BW DPO, who keeps case until matter is dispo'd. Warrant sweeps are carried out with local law enforcement and other Probation units.
Is there separate AWOL/BW recovery unit?	No.	Two BW DPOs for all Juvenile warrant cases	Warrant Bank unit for Adult and Juvenile BW 5 DPOs	No.	One BW DPO assigned to SP Unit
Who is responsible for picking up AWOL/BW minors?	SP Unit does not actively pursue AWOL/BW minors, they refer to law enforcement.	Case carrying DPO and BW DPO.	The Bank unit conducts sweeps with Law Enforcement once a month.	Case carrying DPO	Case carrying DPO and BW DPO.
If AWOL/BW Unit, what is caseload?	N/A	Apprx. 23 cases at one time	N/A	N/A	45-50
What is SP DPO caseload?	High teens (apprx. 18)	20-25	20-25	25-30	25-30 (carry cases through aftercare for 90-120 days after SP order term.
Is there written Protocol?	General agency protocol. Contact parents and law enforcement in minor's home address area.	Desk manual DPO contacts family	General Agency Protocol	Contact parents and law enforcement in minor's home address area. Protocol handles same as JH AWOL	Yes. Policy

# PLACEMENT COORDINATING MEMORANDUM

No. 2008-03	Page 1 of 2
Original Date: June 16, 2008	
Revised Date: August 7, 2008	

Approved:
Howard Wong, Director Placement Residential-Based Services

## **BENCH WARRANT (BW) REQUESTS AND FOLLOW-UP**

AWOL youth present a risk to the public as well as themselves. Therefore, swift apprehension of these youth is important to public safety. Further, apprehension of AWOL youth ensures that they will receive vital services—health, mental health, education, and family they need in order to address the risk factors which contribute to their delinquency and maltreatment. An effective AWOL response thus is essential to apprehending AWOL you in a swift manner and in ensuring that they receive the appropriate treatment services and supervision. The policy and procedures outlined below are intended to enhance Placement Service Bureau's AWOL response.

Placement Policy has been that the Deputy Probation Officer (DPO) of Record is required to submit a Request for Bench Warrant to the court within 24 business hours of receiving the notification that a minor has AWOL'd or that his/her whereabouts is unknown. This Policy remains in effect.

Placement Administrative Services (PAS) is responsible for the Update Correction Notice and Bed Holds associated with AWOLs and sending out to the DPO of Record and Supervising Deputy Probation Officer (SDPO) an email noting the AWOL. RBS DPOs are responsible for the following once they are in receipt of the AWOL email from the PAS Officer of the Day (OD):

- Submit BW Request to the Court
- Inform minor's Parent/Legal Guardian of the AWOL
- Inform minor's School (Principal) of the AWOL
- Send out the AWOL Form Letters to both Parent/Legal Guardian and School (Principal)
- Attach Original AWOL Form Letters to minor's PDJ File
- Document in caseload management system (Juvenile Case Management System [JCMS]/Probation Case Management System [PCMS]) of the actions taken

(AWOL Form Letter Attached)

**PCM 2008-03**  
**BENCH WARRANT REQUESTS AND FOLLOW-UP**  
**AUGUST 7, 2008**  
**PAGE 2 OF 3**

It is the DPO of Record's responsibility to ensure that all minors on their caseload that have AWOL'd have a BW issued by the Court. After submitting a BW request the RBS DPOs shall conduct a follow-up call to the court within 48 hours of submission to verify that a BW was issued. If the BW is not issued within five (5) days of initial submission, the DPO of Record shall notify the Unit Supervising Deputy Probation Officer (SDPO) of the situation. The SDPO is responsible for contacting the court and/or the court officer's SDPO in an effort to get the BW issued. Once the court has issued a BW, the date of issuance must be documented in the case management system.

Prior to the last day of the month, for each minor on an AWOL/Bench Warrant Status, the RBS DPO of Record shall conduct an in-depth search for the minor's whereabouts. This includes letters to the parents/legal guardians, telephone calls, unannounced visits to minor's last known address, and a review of prior Record of Supervision (ROS) entries. Case documentation must reflect each attempt made to locate the minor with specific address and phone numbers.

DPO of Record shall also contact Juvenile Hall after the 21<sup>st</sup> of the month to verify that the minor has or has not been detained or check of Probation Detention System (PDS) for verification. If minor has been detained, the DPO must visit the minor face-to-face before the end of the work month. The contact with juvenile hall and/or PDS shall be documented in the ROS section of the case management system.

On the last working day of the month, the RBS DPO of Record shall call juvenile hall and/or check PDS to see if minor has been arrested and thus identified properly in the monthly RBS statistics. If minor has been detained after the 21<sup>st</sup> of the month, the DPO is not required to see the minor for the reporting month unless there are circumstances where minor must be seen, i.e. reports.

Probation's Special Enforcement Operation (SEO) has been tasked to support the Placement Service Bureau's AWOL Recovery Initiative. SEO deputies are trained to work with high-risk high-needs youth. This operation has established collaborative partnerships with law enforcement agencies throughout the County of Los Angeles. Due to their expertise and various collaborative partners, they are better positioned to apprehend juvenile absconders according to the following protocol:

- AWOL notification is forwarded to the designated SEO Supervising Deputy Probation Officer (SDPO)
- SEO SDPO makes immediate case assignment to SEO DPOs
- SEO DPO makes contact with family and other interested parties (Youth Engagement Worksheet—Attached) within 24 hours of AWOL notification
- SEO will disseminate information to applicable law enforcement agencies within 48 hours (Crime Alert for Escapees—Attached)
- SEO will continue regular follow-up based on leads and available information
- Documentation in JCMS/PCMS on pertinent information and case contacts

**PCM 2008-03**  
**BENCH WARRANT REQUESTS AND FOLLOW-UP**  
**AUGUST 7, 2008**  
**PAGE 3 OF 3**

This PCM supersedes PCMs 2005-07 and 2006-03.

If you have any questions, please contact the RBS Director.

Fax To: .....

**Attachment III**

From: .....

Los Angeles County Probation Department

**YOUTH ENGAGEMENT WORKSHEET**Facility Type:      Camp ☐      Juvenile Hall ☐      Suitable Placement ☐**MINOR INFORMATION**

Last Name		First Name		M.I.	Gang Member <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Gang	
Address			City	Zip Code	Gang Associate <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Gang	
Home Telephone Number (   )		Other Contact Number (   )		Date of Birth /   /		Moniker(s) AKA(s)		
Projected Release Date /   /	Tattoos/Physical Marks <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Located Where?	Minor is a Parent <input type="checkbox"/> Yes <input type="checkbox"/> No		If Minor is a Parent - # of Children		PDJ #
Name of Most Significant Person to Minor			Relation to Minor			Contact Number (   )		
Address				City			Zip Code	

**CAREGIVER/FAMILY INFORMATION**

Caregiver Name		Caregiver Address		City	Zip Code	Contact Number
Caregiver Relationship to Minor		Current Family Health Issues <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Relation to Minor		Recent Deaths/Losses <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Relation to Minor
Gang Membership <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Gang		Gang Associate <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Gang

**PEER ASSOCIATION INFORMATION**

Boyfriend/Girlfriend Name		Address		Telephone Number (   )		Date of Birth /   /
Pregnant <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Child by Probationer <input type="checkbox"/> Yes <input type="checkbox"/> No		School Name		
Gang Associate <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Gang		Gang Member <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Gang

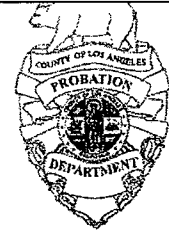
**ADDITIONAL SIGNIFICANT INFORMATION****SEO CONTACT INFORMATION**

Contact Person: Name	Telephone No.	Fax No.
	(   )	(   )



**CRIME ALERT**  
**Law Enforcement Notification**  
**LOS ANGELES COUNTY**  
**PROBATION DEPARTMENT**

OFFICIAL PUBLICATION OF THE COUNTY OF LOS ANGELES  
PROBATION DEPARTMENT



**ESCAPEES**

PICTURE OF ESCAPEE

**NAME: ANDREW Garcia**

**MONIKER: "TROUBLE"**

**D.O.B.: 08/08/1992**

**SEX/DESCENT: MALE/HISPANIC**

**HAIR/EYES: BALD/BLK**  
**HT/WEIGHT : 5'9/260**

**TATTOOS: N/A**

**LAST KNOWN ADDRESS:**  
**1234 N. Memory Lane Drive**  
**Montebello, Ca. 90640**

**PHONE: N/A**

**LEGAL GUARDIAN: LORETTA & DONALD REYES**

**PDJ #: P304567**

**JAIN #: 2056789**

**ARREST HISTORY: PC 211/243 .6 ASSAULT &  
ROBBERY**

**Additional Info: Minor escaped from Camp Routh (12500 Big Tujunga Canyon Rd. Tujunga, Ca. 91042), Monday, August 4, 2008 at 1920 hrs.**

**If you have any information regarding the whereabouts of this Probationer:**

**If apprehended please Contact Supervisor, Mary Ridgway at (213) 220-7134 or Camp Routh at (818) 352-4407.**

COUNTY OF LOS ANGELES

PROBATION DEPARTMENT

THE INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL PURSUANT TO WELFARE AND INSTITUTIONS CODE SECTIONS 827 AND 10850 AND SHOULD NOT BE SHARED EXCEPT IN ACCORDANCE WITH THE PROVISIONS OF THESE SECTIONS.

**14-DAY YOUTH FATALITY REPORT**

(To be completed within 14 days of the Incident)

**Today's Date:** \_\_\_\_\_

Probation Work Location: \_\_\_\_\_

Supervisory District: \_\_\_\_\_

Case Name: \_\_\_\_\_**YOUTH'S NAME:** \_\_\_\_\_**Youth's PDJ:** \_\_\_\_\_**DATE OF DEATH &  
Age at time of death:** \_\_\_\_\_Mother's Name: \_\_\_\_\_Father's Name: \_\_\_\_\_Caregiver  
(at time of death): \_\_\_\_\_

Relationship: \_\_\_\_\_

**Fatality Circumstances:****Current Status of Case Plan:**

**Gang Involvement:** (If Youth's death appears to be gang-related, then include information regarding current and/or history of gang-involvement, affiliation, etc. by deceased youth and/or youth's family; describe Probation Department status.)

**Delinquency/Dependency History:**

**Case History Summary and Chronology:** (Describe the case plan developed and services recommended, including the parent's(s') compliance with the case plan, their visitation with the youth.)

**Coroner/Medical Examiner Information:** (Current status of the investigation)

**Analysis of Policy/Procedure Compliance:**

**Systemic Issues Identified:**

**Actions Planned:**

**Additional Information:** (If applicable, activities in support of staff needs or staff

--

performance such as referrals for bereavement or other counseling, etc.)

Youth's Name: \_\_\_\_\_

Youth's PDJ#: \_\_\_\_\_

Report Completed By (Name and Title)

Date \_\_\_\_\_

**Placement Manager  
Reviewed and Approved**

Date \_\_\_\_\_

**Bureau Chief**  
**Reviewed and Approved**

Date \_\_\_\_\_

### Regional Office Staff Contributing to this Report:

Probation Director:

Supervising Deputy Probation Officer: \_\_\_\_\_

Deputy Probation Officer: \_\_\_\_\_